

HOW TO: REGISTER ON THE MATCHBOX PLATFORM

Helpful Hints

- Each attendee should be registering for only themselves and not for anyone else
- The “Continue Shopping” button at the end of the registration process should not be considered a call-to-action

Registration Steps:

1. From the registration form, select the item to purchase (example used here: PTA Convention & SLI)

PTA CON LIVE 2020 REGISTER NOW for Our Virtual Convention! For more info, visit [PTA.org/Convention](https://pta.org/Convention)

2020 National PTA Virtual Convention

Your Response has been Recorded.

To continue, please Select correct Link to be taken to payment portal :

General Registration (\$50) -
<https://events.matchboxvirtual.com/Item/2020-national-pta-con-live-2020-361958>

General Registration + State Leadership Institute (\$80) -
<https://events.matchboxvirtual.com/Item/pta-con-2020-state-leadership-institute-363911>

NOTE FOR SECOND OPTION: Open to State Presidents, Leadership Committee Chair and Members, Field Service Committee Chair and Members, State Board Members, and National Board Members

[Submit another response](#)

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Google Forms

2. Add the select item to your cart

The screenshot shows the Matchbox Virtual Media website. The header includes the Matchbox logo and navigation links like 'Sign In' and 'Cart'. The main content area features a banner for the 'PTA CONVENTION + THE STATE LEADERSHIP INSTITUTE' event, with a price of '\$80.00 - Regular Price'. A red box highlights the 'Add to Cart' button, and a red arrow points to it. Below the banner, there is a 'DESCRIPTION' section with the heading 'What is this virtual event about?' and a list of bullet points: 'Get inspired by with mission-minded peers and experts', 'Transform your leadership and membership approach through our PTA Summer School Workshop Series', and 'Stay informed on trends and issues affecting our children'.

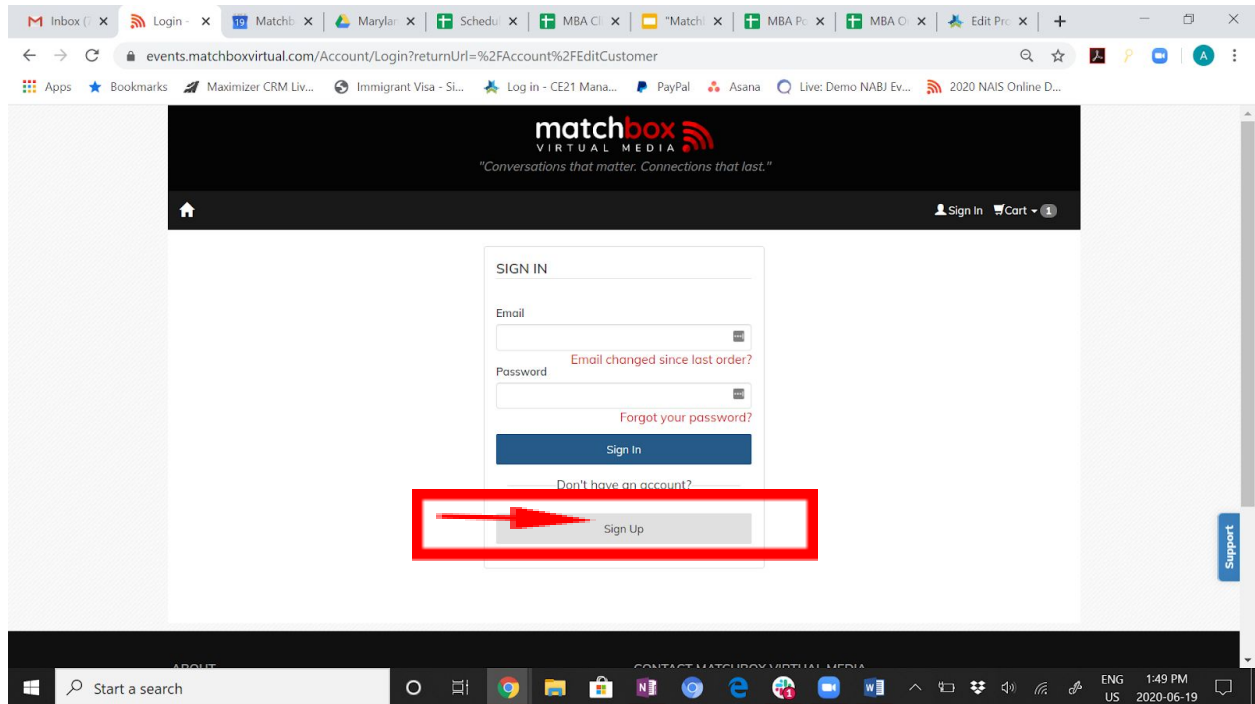
3. Review order and proceed to checkout

The screenshot shows the Matchbox Virtual Media website's 'Shopping Cart' page. The header includes the Matchbox logo and navigation links like 'Sign In' and 'Cart'. A progress bar at the top indicates the current step: '1 Review Cart', '2 Personal Info', '3 Registrant Confirmation', and '4 Confirm Cart and Payment'. The main content area is divided into two sections: 'Shopping Cart' and 'Order Summary'. The 'Shopping Cart' section shows a table with one item: 'PTA Convention + The State Leadership Institute' with a price of '\$80.00' and a quantity of '1'. The 'Order Summary' section shows a total of '\$80.00'. A red box highlights the 'Proceed to checkout' button.

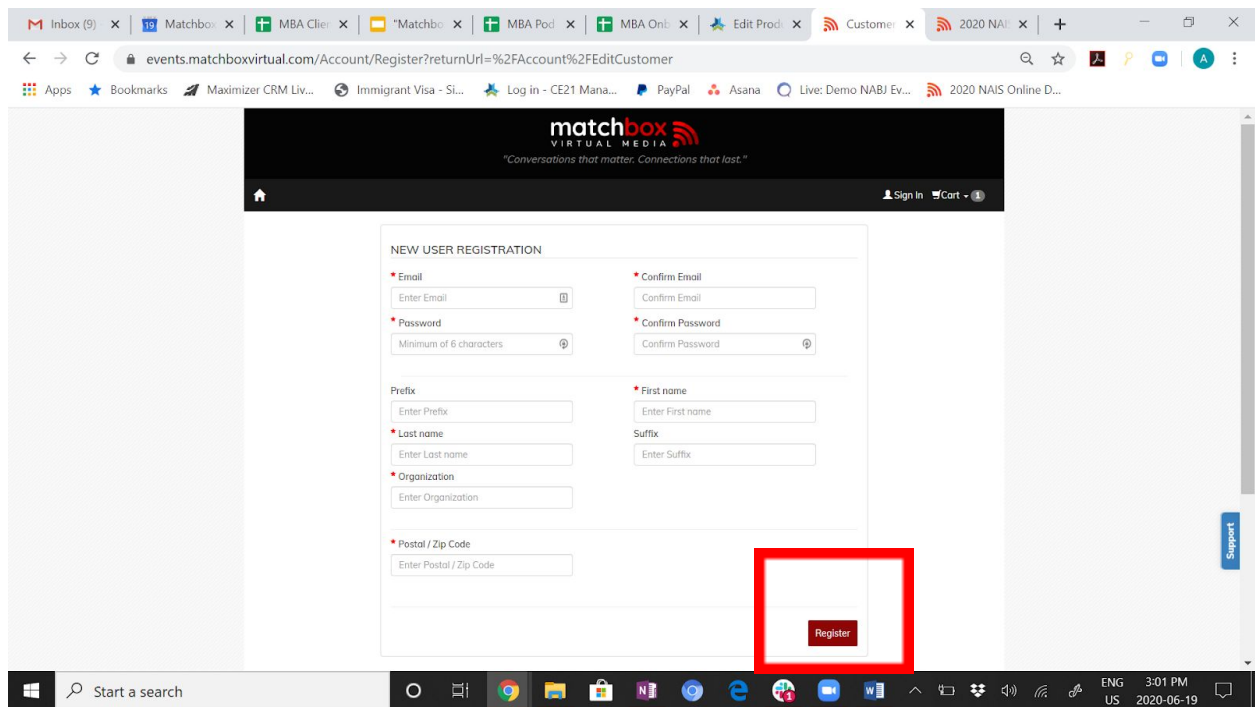
Item	Price
PTA Convention + The State Leadership Institute	\$80.00

Order Summary	
Items (1):	\$80.00
Additional discounts:	-\$0.00
Sub Total:	\$80.00
Order Total:	\$80.00
Total Due:	\$80.00

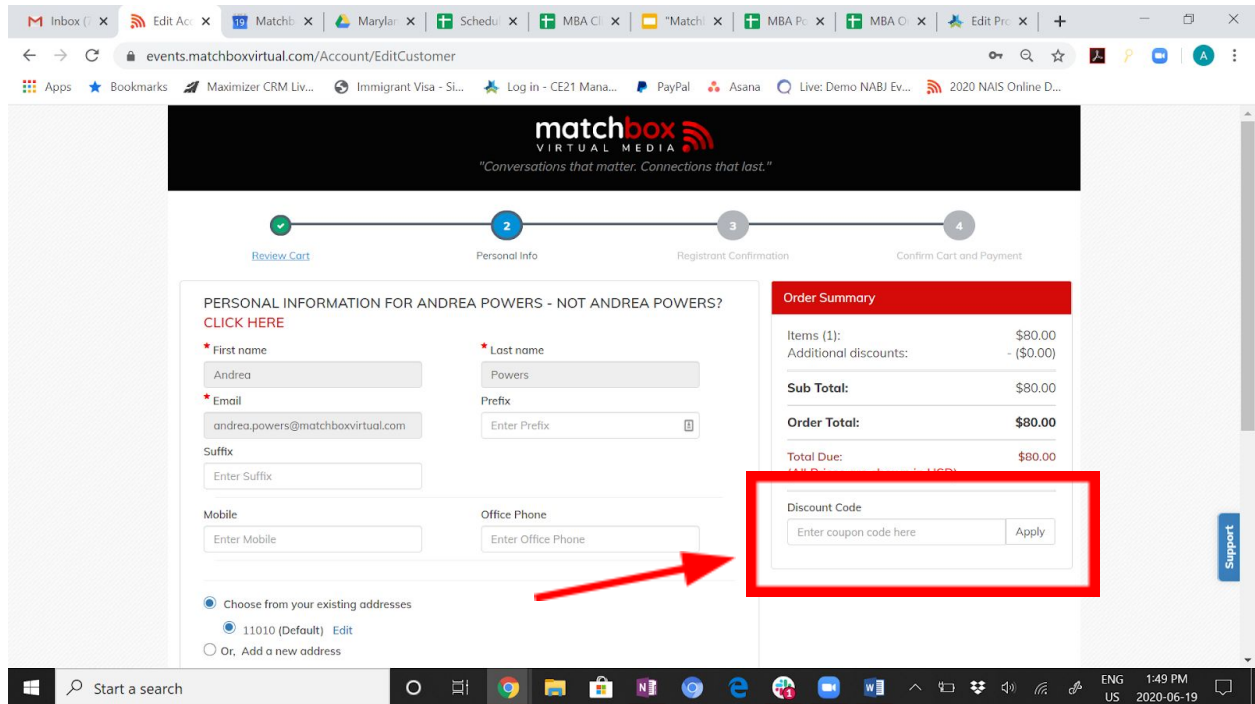
4. Select "Sign up" on log in page



5. Fill out the sign up form and select "Register"



6. Enter Discount Code (if applicable) then select "Continue"



matchbox VIRTUAL MEDIA
"Conversations that matter. Connections that last."

Review Cart Personal Info Registrant Confirmation Confirm Cart and Payment

PERSONAL INFORMATION FOR ANDREA POWERS - NOT ANDREA POWERS?
[CLICK HERE](#)

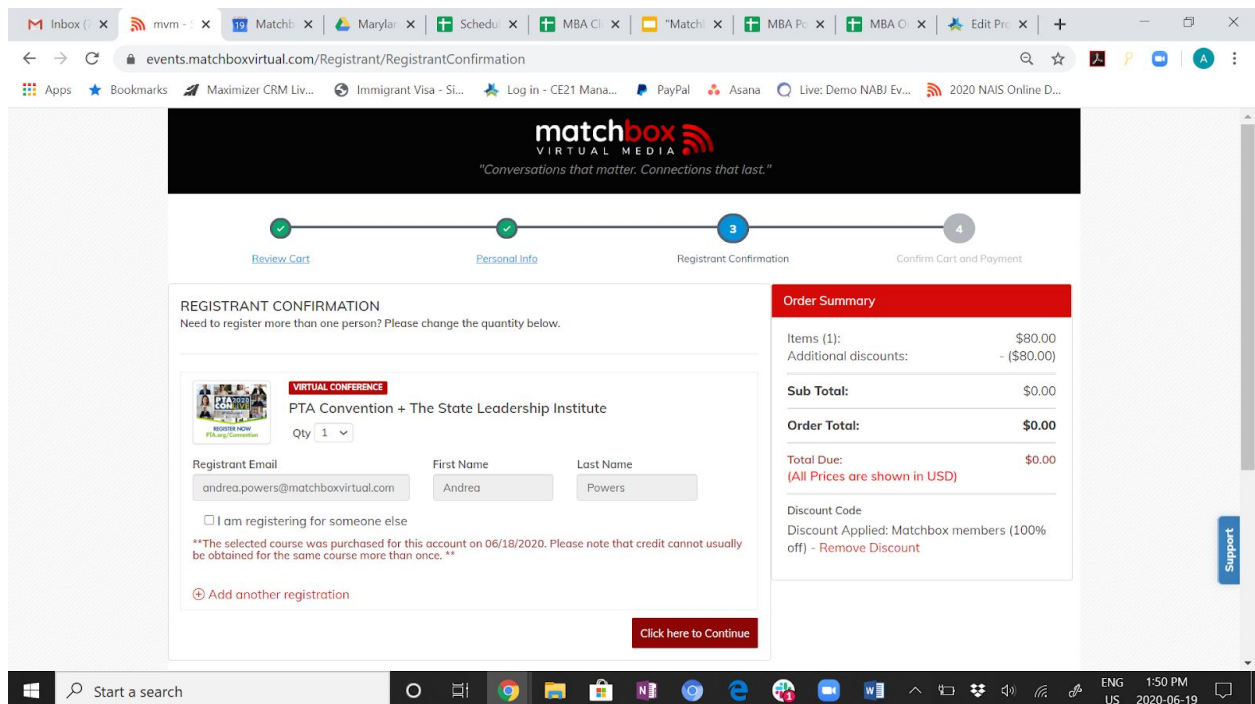
* First name: Andrea
* Last name: Powers
* Email: andrea.powers@matchboxvirtual.com
Prefix: Enter Prefix
Suffix: Enter Suffix
Mobile: Enter Mobile
Office Phone: Enter Office Phone

Choose from your existing addresses
 11010 (Default) Edit
 Or, Add a new address

Discount Code
Enter coupon code here Apply

Order Summary
 Items (1): \$80.00
 Additional discounts: - (\$0.00)
Sub Total: \$80.00
Order Total: \$80.00
 Total Due: \$80.00

7. Select "Continue"



matchbox VIRTUAL MEDIA
"Conversations that matter. Connections that last."

Review Cart Personal Info Registrant Confirmation Confirm Cart and Payment

REGISTRANT CONFIRMATION
Need to register more than one person? Please change the quantity below.

VIRTUAL CONFERENCE
PTA Convention + The State Leadership Institute
Qty: 1

Registrant Email: andrea.powers@matchboxvirtual.com
First Name: Andrea
Last Name: Powers

I am registering for someone else

The selected course was purchased for this account on 06/18/2020. Please note that credit cannot usually be obtained for the same course more than once.


[Add another registration](#)

[Click here to Continue](#)

Order Summary
 Items (1): \$80.00
 Additional discounts: - (\$80.00)
Sub Total: \$0.00
Order Total: \$0.00
 Total Due: \$0.00
 (All Prices are shown in USD)


Discount Code
Discount Applied: Matchbox members (100% off) - Remove Discount

8. Enter payment information and complete order



"Conversations that matter. Connections that last."

✔ [Review Cart](#)
✔ [Personal Info](#)
✔ [Registration Confirmation](#)
➔ [Confirm Cart and Payment](#)

Item	Price	Qty	Total
 <div style="background-color: red; color: white; padding: 2px; font-weight: bold; font-size: 8px;">VIRTUAL CONFERENCE</div> PTA Convention + The State Leadership Institute	\$80.00	1	\$80.00
<div style="background-color: red; color: white; padding: 2px 5px; font-weight: bold;">Edit Cart</div>			

Gift Card

Enter gift card code here

CONFIRM CART AND ADD PAYMENT INFORMATION (BELOW)

*** Name on Card**

*** Credit Card Type**

*** Credit Card Number**

*** Expiration Month**

*** Expiration Year**

*** CVV**

Choose from your existing addresses

- 11010 (Default)
- Or, Add a new address

If you would like a copy of your receipt sent to another email, enter it here.
Additional Receipt Email

Click here to complete this order

Order Summary

Items (1): \$80.00
 Additional discounts: - (\$0.00)

Sub Total: \$80.00

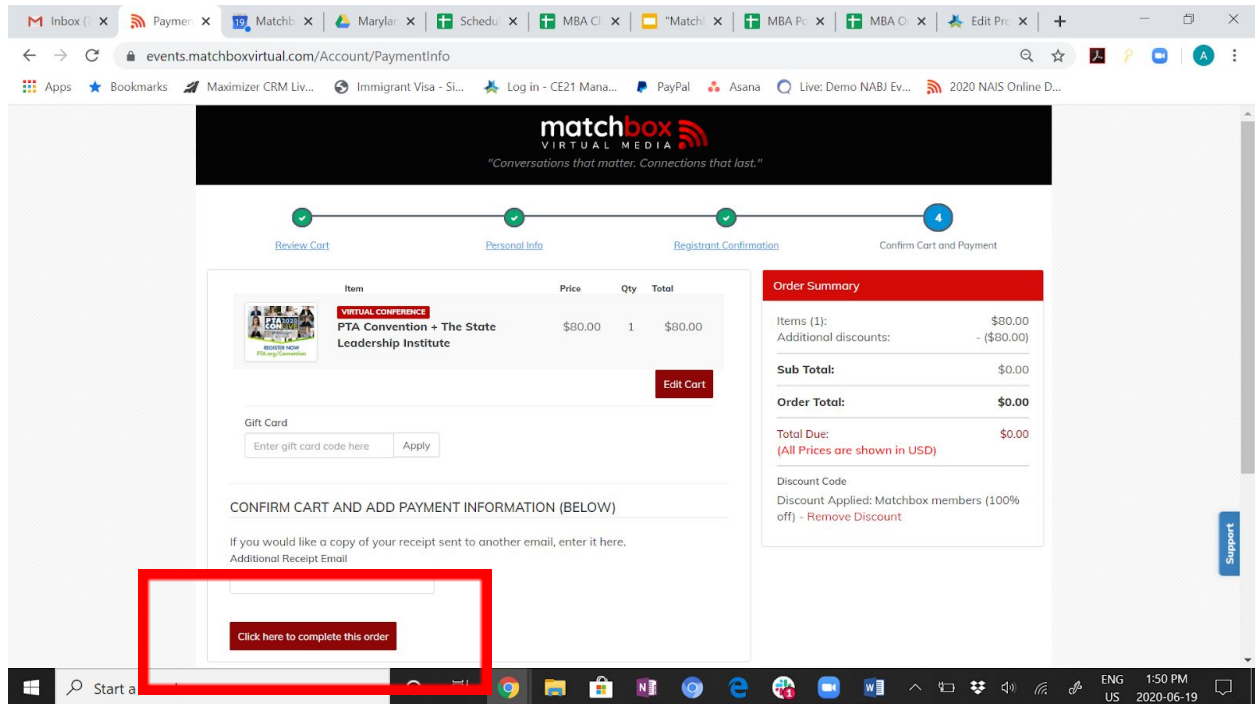
Order Total: \$80.00

Total Due: \$80.00
 (All Prices are shown in USD)

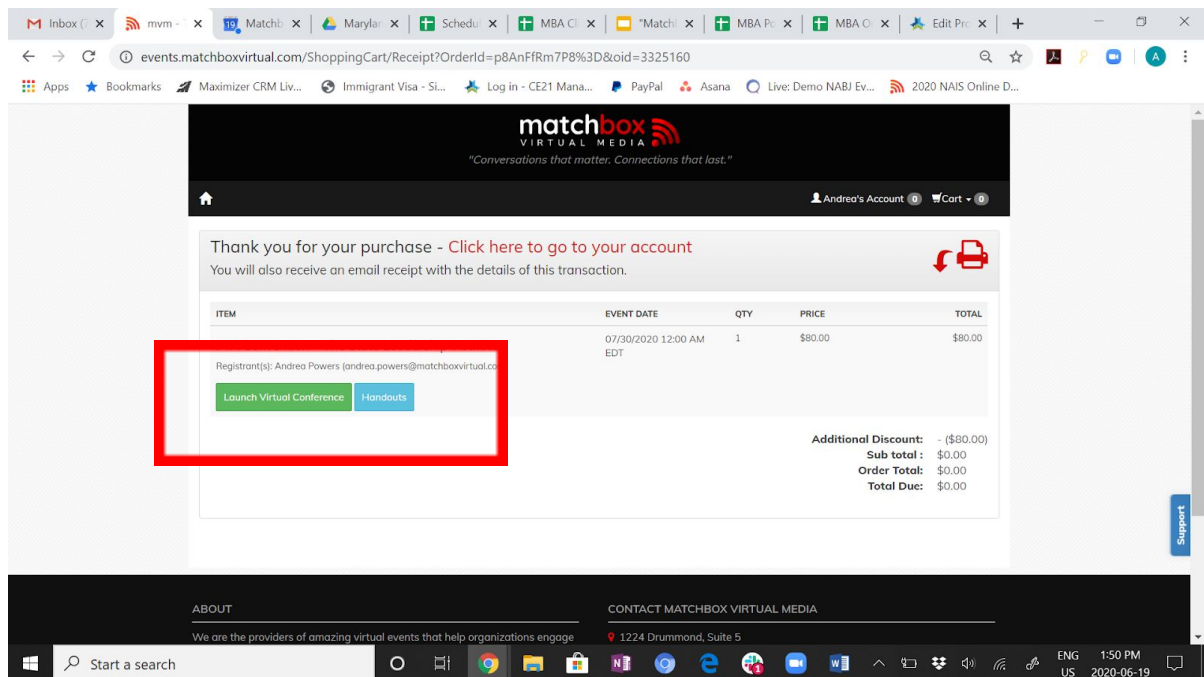
Discount Code

Enter coupon code here

9. Confirm payment and complete order



10. Automatically brought into event platform, click "Launch Virtual Conference" (All of the events associated with the registration will be present as delineated line items)



11. Welcome to the virtual conference!

The screenshot shows a web browser window with the URL `events.matchboxvirtual.com/viewer/classroom/1855777`. The browser's address bar and tabs are visible at the top. The main content area features a banner for "PTA 2020 CON LIVE (July 30-31) The State Leadership Institute" with a "#PTAConLive20" hashtag and an image of a person holding a tablet. Below the banner is a "WELCOME July 30-31" section. The main heading reads "Welcome to the 2020 National PTA Virtual Convention (PTA Con Live 2020): The State Leadership Institute". A sub-heading states "On July 30-31, 2020, you'll click the event day tabs to join the event." Below this is a box titled "UPDATE PROFILE / CHANGE PASSWORD" with the text "You can update your user profile and change your password in your account." and a "MY ACCOUNT" button. A "Support" button is located on the right side of the page. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date "2020-06-19" and time "1:51 PM".